

**NH Department of Environmental Services
Water Supply Engineering Bureau**



**Water System Security
Installation Grant Program**

**Application & Information Packet
Spring 2006**



Introduction:

The New Hampshire Department of Environmental Services (DES) is pleased to announce the availability of Water System Security Installation Grants. EPA has awarded DES with approximately **\$200,000** to participate in the Businesses United for Water Security pilot project geared toward protecting small drinking water systems in the state from suffering damage in the event of terrorist acts and other disruptions of our water supplies. Specifically, grant money is available to community water systems that serve between 500-50,000 people to **install** security measures at their water systems. A list of businesses that offer security products and services is available on the Businesses United for Water Security program website. These businesses may offer products and/or services either at or below cost, or through donations to water systems. For more information visit the website at www.des.state.nh.us/wseb. If you have a water system security installation project in mind and would like to pursue funding, this packet explains eligibility and other requirements for grant applications.

**Disclaimer: The list of businesses on the Businesses United for Water Security Program website does not constitute an endorsement of business products or services by the NH Department of Environmental Services (DES), nor is the list exhaustive. DES is publishing a list of vendors on the website in an effort to further public awareness of vendors identified as possible contacts for further information and possible purchase of the different types of security products. DES has selected the listed vendors on that basis.*

Who Can Apply:

- ◆ Community water systems that serve between 500 - 50,000 people.

Application:

Please fill out the application form (pages 7 & 8) and provide a project narrative as described on page 4.

Completed applications must be submitted to DES by September 1, 2006

Applications can be mailed, faxed or e-mailed to:

Johnna McKenna
NHDES-WSEB
PO Box 95
Concord, NH 03302-0095
603-271-0656 (fax)
jmckenna@des.state.nh.us

Only one copy of an application is required (extra copies on disks are not necessary).

Applications are also available on the DES website at www.des.state.nh.us/wseb

Eligible Projects:

Grants can be used to pay for **installation** of the following security products:

Locks
Gates
Alarm Systems
Barriers for Access Roads, Windows & Doors
Fencing
Back-up Generators
Access Controls
Lights
Cameras
Security components for supervisory control and data acquisition (SCADA) systems

These products must be installed at the water system. Grants cannot be awarded to purchase security products. The EPA Security Product guide is a valuable resource for ideas and details about certain security products. Visit the site at <http://cfpub.epa.gov/safewater/watersecurity/guide/>

Project Eligibility Criteria:

- ◆ Projects must address security needs for active community public water systems that serve 500-50,000 people. Applications from systems located within Rockingham, Hillsborough or Cheshire County will receive a higher project ranking.
- ◆ Projects can only be awarded for installation of security products at the water system. Projects that involve security upgrades to other facilities not water system related are not eligible. *(Note: Other grant programs are available for this purpose-contact the DES Water Supply Engineering Bureau for more information at 271-2513).*
- ◆ **The grant award for any one project will not be more than \$4,500.**
- ◆ Funds cannot be awarded for work already completed. Funds can only be awarded for work done *after* final DES approval of the grant agreement. See Grant Process and Required Documents on page 5.
- ◆ No match is required.
- ◆ Systems can receive installation grants for products or services from any business even if they are not participating in the program (however using a participating business may increase your project ranking).

Project Narrative:

Along with the completed application form, please submit a narrative that answers the following questions. Your application will be likely to rank higher if the project narrative also includes information that addresses the applicable evaluation criteria on page 6.

1. What specific threat(s) does the project address?

Describe the security threat(s) that the project will address. (Demonstrating that the project will address an area of concern listed in the water system's vulnerability assessment will earn the application a higher score.)

2. What are the project's goals?

Describe what the project is attempting to accomplish with respect to water system security.

3. Describe how the security improvements will address the threat(s).

Describe the security improvements that will be used to address the threat(s). In addition, describe the rationale for choosing the selected security improvement(s).

4. Describe the provisions for long-term maintenance for installed security products.

Describe the required maintenance, and the mechanism for insuring long-term operation and maintenance of the security products that will be installed at your water system.

5. Is there documented local support (e.g. letters from water suppliers, local officials) for the project?

Applications will score higher if there is local support from nearby landowners, municipalities, water users, and other organizations with an interest in the water resource being protected. Support documentation can include letters (individual letters are preferred over form letters), approved minutes of board meetings, pledges of financial contributions, and/or municipal votes. Documentation should demonstrate an understanding of the project. Written permission of the landowner on whose land the improvements will be constructed (if not owned by the applicant) is necessary to proceed.

6. What will the schedule and costs for the project be?

Describe what you are going to do (project tasks), when you are going to do it, and what the end results will be. Provide a task-by-task breakdown using the budget format on the reverse side of the application form. Also provide at least one estimate for the proposed work.

7. Site Plan.

Include a site sketch which has the location of the drinking water source(s), buildings, and proposed work. Include a scale or approximate measurements (e.g., from the pump house to the gate, the length of each run of fencing, etc.), and indicate existing features vs. proposed improvements.

8. Product Purchase.

Will the product that is being installed be purchased from a business participating in the Businesses United for Water Security program? If so, please provide proof (i.e. receipt, etc.).

Grant Process and Required Documents:

Once applications are received, they are evaluated by a review team for eligibility and then ranked according to set criteria (see evaluation criteria on page 6). Once the projects are chosen, the applicant is contacted with a letter of approval and grant agreement documents required for final approval. For those projects that are denied funding, a letter will be sent to the applicant explaining the reason for denial. Some proposed projects may require some modifications before they can be approved. If so, applicants are contacted to work out the changes.

Once projects are chosen for funding, grant recipients must enter into a Grant Agreement with the State of New Hampshire to receive funds.

The following documentation is not required at the time of application, but will be required for final approval for projects that are chosen for funding:

The grant agreement documents (provided by DES) include:

1. Grant Agreement Form. Must be signed and notarized by applicant.
2. Exhibit A - Scope of Services and Exhibit B - Budget Breakdown

The grant agreement documents should be reviewed by the applicant. If acceptable, then the grant agreement form must be signed and notarized and returned to DES along with:

- A. "Certificate of Authority" form signed and notarized by applicant (Note: The Certificate of Authority indicates that the person signing the Grant Agreement has authority to do so).
- B. "Certificate of Good Standing" from the N.H. Secretary of State. Requested by DES if needed (does not apply to cities, towns or governmental subdivisions). This form indicates that a non-profit organization has filed its Articles of Agreement with the Secretary of State and that the organization has paid the \$25 fee to do so. If an organization has not registered with the Secretary of State, this process may be delayed.
- C. Alternate W-9 Form: (Provided by DES if needed). Needed in order to create a vendor code, which is needed for payment reimbursement.
- D. Certificate of Insurance: (Provided by applicant). Indicating that the Grant Recipient has the required amount of liability insurance (\$2,000,000 for bodily injury; \$500,000 property damage). The insurance requirement can be waived for projects that do not involve construction, or if construction is provided by an insured sub-contractor.

Once DES receives the paperwork, it will go through the process for final approval. This can take approximately 1+ month. Once the grant is approved, a copy will be sent to the applicant and the project may begin.

? Questions:

For questions regarding grant projects contact:

Johnna McKenna 603-271-7017
Sarah Pillsbury 603-271-1168

jmckenna@des.state.nh.us
spillsbury@des.state.nh.us

Evaluation Criteria:

The following criteria will be used to score applications during the review process. **Applicants do not need to fill out this section; it is included for information only.**

CRITERIA FOR SECURITY INSTALLATION PROJECTS	POINTS
The system has completed and submitted an emergency plan to DES.	0 to 15
The system has completed a vulnerability assessment.	0 to 15
The project addresses an area of concern listed in the Vulnerability Assessment.	0 to 10
The project addresses <u>existing</u> threats.	0 to 10
The project addresses <u>future</u> threats.	0 to 10
The overall quality of the application is complete, clear, well-reasoned and includes all appropriate paperwork.	0 to 10
The applicant purchased security products from participating businesses.	0 to 5
The project is cost effective.	0 to 5
The water system is a municipal system.	0 to 5
The results are transferable.	0 to 5
The system is located within Rockingham, Hillsborough or Cheshire County.	10
If the applicant has received a grant(s) in the past, the quality and value of the applicant's previous work was of good quality.	0 to -10
There are provisions for long-term maintenance of installed products.	0 to -10
There are no outstanding significant PWS deficiencies.	0 to -10
TOTAL	



**New Hampshire Department of Environmental Services
Businesses United for Water Security
Installation Grant Application Form**

Project Title: _____

Applicant/Organization: _____

Contact Person: _____

Address: _____

Telephone: (day) _____ (evening) _____

(fax) _____ (E-mail address) _____

Project Location Town(s): _____

Water System(s) being protected: _____

Grant Amount Requested: \$_____ Total Project Cost: \$_____

Please provide a brief description of your project (no more than 100 words).

Please attach the project narrative answering the questions posed in the application packet, and attach any maps, sketches, photos, designs, and/or graphics as appropriate.

DUE BY SEPTEMBER 1, 2006

\$ Budget Format:

<i>BUDGET ITEM</i>	<i><u>A</u> QUANTITY</i>	<i><u>B</u> RATE</i>	<i><u>C</u> TOTAL (AXB)</i>
<i>LABOR</i>			
<i>CONTRACTED SERVICES - provide budget detail</i>			
<i>OTHER - explain</i>			
TOTALS			

The budget should also be broken down by Task. Please use the table below to list the general project tasks and the cost breakdown for each task.

<i>Task (provide description)</i>	<i>Cost</i>
Task 1:	\$
Task 2:	\$
Task 3:	\$
Total	\$